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Auth.: HR 70-2 By: ON WASHINGTON  
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September 30, 1948

The Director of Central Intelligence  
Central Intelligence Agency  
Washington, D. C.

My dear Sir:

Government Printing and Binding Regulations of the Joint Committee on Printing provide, among other things, that approval of the Committee be obtained for the continued operation of any plant for printing, binding, or blank-book work owned or operated wholly or in part by the Government or at Government expense and shall include all such plants located on property owned or controlled by the United States Government, after June 30, 1949.

Requests for approval must contain a statement justifying the continued operation of the plant; also a complete inventory of equipment. A separate request should be presented for each plant not later than January 1, 1949.

The statement of justification for requesting continued operation of each class A or class B printing plant must contain the following factors:

1. What the facility is producing (rules and regulations, opinions and decisions, notices, administrative instructions and circulars, reports, forms, maps, form letters, photoprints, blueprints, ozalids, etc.), and the approximate percentage of total number of copies produced for each classification.
2. Budgetary report (actual obligations incurred for fiscal year 1948) and the estimated obligations for fiscal year 1949.
3. Total number of employees (all shifts) and the total payroll.
4. Cost of services secured from outside sources during fiscal year 1948 and estimated cost for fiscal year 1949.
5. Cost of services performed for other Government agencies during fiscal year 1948 and estimated cost for fiscal year 1949.
6. Quantities produced, average time element involved in production and distribution, and any other pertinent factors relating thereto.

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7. Percentage of time each unit of the facility is in operation each month.

8. Need for continuation of the facility beyond July 1, 1949.

For your information and guidance a sample inventory of printing plants is shown on pages 17 and 18 of the Government Printing and Binding Regulations of the Joint Committee on Printing, dated July 1, 1948.

Attention is invited to paragraph 11 of the above regulations wherein the Committee will not consider any communication unless transmitted by the head of the department. The term "department" shall be construed to mean any executive department, independent office, or establishment of the Government.

All requests, prepared in the above manner, are to be forwarded to the Chairman, Joint Committee on Printing, United States Senate Post Office, Washington, D. C.

In the event additional information is desired, please communicate with the Joint Committee on Printing.

Very truly yours,

/s/ W. E. Jenner

Chairman